

# CSUSB FOUNDATION

## *Building a Culture of Philanthropy*

### **Procurement Policy**

The purpose of this policy is to have a management system in place for the purchase of goods and services using CSUSB Philanthropic Foundation funds.

The Philanthropic Foundation is committed to active competition in the purchase of goods and services that will aid and supplement the auxiliary support service activities provide by the Philanthropic Foundation. Purchases from requesting departments/projects (buyers) are encouraged to use campus or system approved vendors with whom contacts have been developed. When utilizing Philanthropic Foundation funds the purchase must be a reasonable, allocable and an allowable charge. A CSUSB employee by virtue of their positons shall not derive any benefit, gain or preferential treatment for the purchase of good, services, or equipment using Philanthropic Foundation funds.

The Auxiliary Financial Services Department, which provides finance and accounting services to the Philanthropic Foundation will ensure that the required paperwork is provided prior to processing payment.

#### **Under \$10,000**

Purchase requisitions for goods and services under \$10,000 (exclusive of sales tax) are generally processed without bids or quotes. It will be assumed that the purchaser from a requesting department/project (buyer) will have already determined the best price and the most qualified vendor. However, if in the Philanthropic Foundation's judgment, the prices do not seem reasonable, the Philanthropic Foundation may obtain additional quotes.

#### **\$10,000 to \$49,999.99**

Requisitions for amounts between \$10,000 and \$49,999.99 (exclusive of sales tax) shall be processed within the general guidelines of determination of reasonable price.

Quotes in writing or via electronic modes shall be obtained for these transactions in order to develop a source, validate prices, or for other sound business reasons. Quotes shall be obtained from a minimum three vendors and should include applicable specifications, vendor name, address, telephone number, and total dollar amount. Before an order is placed, the buyer will determine that the price is reasonable and document how that determination was made. Every effort shall be made to secure quotations and develop sources from small and disabled veteran owned businesses. Documentation should be submitted when a requisition is generated and will be maintained with the purchase documents for audit purposes. A Sole Source/Brand Approval justification may be utilized if applicable to the purchase.

Reasonable price is defined as a price that does not exceed that which would be paid in the conduct of a competitive business. It may be established by market quotes, price or cost analysis. A reasonable price need not be the lowest price available, but is one which offers acceptable value to the Philanthropic Foundation.

### **\$50,000 and over**

Except in the instances of fully documented Sole Source/Brand Approval justification the Philanthropic Foundation is required to obtain formal (written, sealed) bids on orders in this price range.

Specifications must be complete for the items requested. Failure to identify specific requirements for any desired item may result in items being bid which do not meet the needs of the department or project. Vendors are allowed approximately 30 calendar days to respond after solicitations to bid have been issued. Bids received are evaluated in consultation with buyers, and orders are issued to the lowest responsible bidder.

Buyer should consult with their Philanthropic Foundation contact to determine the appropriate handling of the formal bid process.

### **Note**

The dollar amounts listed above include shipping charges but exclude sales tax. For example, if the requisition total before tax is \$9,999.99, no bid activity is required. However, if there are any shipping charges in addition to the \$9,999.99, you will be required to follow the guidelines for requisitions of \$10,000 and over.